

# Virginia School Resource Officer Incentive Grants Fund Program

## I. Introduction

The Department of Criminal Justice Services (DCJS) is making available state funds for grants to promote school safety by supporting School Resource Officer (SRO) programs in specified middle or high schools. Funds for these grants come from money allocated through the School Resource Officer Incentive Grants Fund Program.

A central goal of DCJS grant programs is to establish or enhance multidisciplinary partnerships. The establishment or enhancement of partnerships through SRO grants gives meaning and practice to the goals of community-oriented justice. SRO programs share knowledge and resources, educate citizens about the value of community-oriented justice, and address public safety concerns, especially about the influence of drugs and juvenile violence.

*SRO grant applications submitted to DCJS must reflect a community policing focus, with goals and objectives aimed at eliminating, reducing, or controlling juvenile crime.*

The following School Resource Officer Incentive Grants Fund Program guidelines contain the rules and requirements governing this grant program, the grant application forms, and instructions for completing and submitting your application.

## II. Eligibility

Units of local government are eligible to apply for and receive these funds. A police department, sheriff's office, or school division may manage the SRO program but the grant application must be submitted by and the funds awarded to a unit of local government.

## III. Grant Deadline

Applications, whether mailed or hand-delivered, must be **received by DCJS no later than 4:00 p.m. on Friday, April 8, 2005**. Faxed applications will not be accepted.

## IV. Amount Available

The maximum amount of each approved grant including the required local matching funds will be \$50,000 per position to be used to pay salary and benefits for a full-time SRO at a specified middle, high, or alternative school, with priority given to SRO programs in high schools.

### For new SRO programs

Localities seeking grant funding for new SRO programs must submit one application per SRO position. This requirement does not apply to localities seeking continuation SRO grant funding.

### For continuation SRO programs

Applications for continuation funding may request up to a 5% increase in salary and benefits over 2004-05 funding, not to exceed \$50,000 per SRO position.

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### V. Match Requirement

Applicants must refer to the Virginia Department of Education's "2004-2006 Composite Index of Local Ability-to-Pay" to calculate their locality's required local matching funds for this grant. The composite index list is provided in these guidelines.

*\* Example for calculating local cash match:*

**Total per line item      x      Composite Index      =      Local cash match per line item**

If Locality X's annual salary rate for full-time SROs was \$30,000 plus \$5,000 in fringe benefits and its composite index was .3032, its grant application itemized budget would be:

ITEMIZED BUDGET								
1. Personnel/Employees				DCJS FUNDS		APPLICANT MATCH		TOTAL
a. Names of Employees	Position Titles	Annual Salary Rate	Hours Devoted	FEDERAL	STATE	CASH	IN-KIND	
Dep. J. Smith	SRO	\$30,000	2080		\$20,904	\$9,096		\$30,000
<b>TOTAL:</b>					\$20,904	\$9,096		\$30,000
<b>b. Fringe Benefits      \$5,000</b>								
FICA % =10%					\$348	\$152		\$500
Retirement = 20%					\$697	\$303		\$1,000
Other (itemize) = 70%					\$2439	\$1,061		\$3,500
<b>TOTAL:</b>					\$3,484	\$1,516		\$5,000
<b>TOTAL PERSONNEL (a + b):</b>					\$24,388	\$10,612		\$35,000

Grant recipients must provide the local matching funds from non-federal sources. In-kind contributions may not be used to meet the required local cash match.

\* Example is hypothetical.

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### **VI. Grant Period**

Grants will be awarded on a competitive basis for one (1) twelve-month period beginning July 1, 2005 and ending June 30, 2006.

### **VII. Availability of Continuation Funding**

Approval of one grant does not imply or guarantee awards of funds in subsequent years. In addition to a project's implementation and performance, and the availability of funds, a key factor in determining eligibility for continuation funding will be compliance with grant quarterly financial and progress reporting requirements and timely submission of any special condition documentation attached to the current award.

- 1. No current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required financial and progress reports for the current grant are more than thirty (30) days overdue.** For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.
- 2. Also, by the time of review, all special conditions for the current award must be completed and approved by DCJS in order for the continuation grant to be considered.**

### **VIII. Restrictions**

- Grant funds shall not be used to supplant state or local funds that would otherwise be available for the same purposes.
- The maximum length of time that grant funds can be awarded to support an SRO program in a middle, high, or alternative school is 48 months.
- Grant funds may only be used for salary and fringe benefits for the SRO.
- Grant-funded SROs may not conduct scheduled activities in elementary schools.

### **IX. Application Requirements**

Applications must be based on the Virginia School Resource Officers Program Guide at [www.dcjs.virginia.gov/forms/cple/sroguide.pdf](http://www.dcjs.virginia.gov/forms/cple/sroguide.pdf) and incorporate the following components:

- a. a community-oriented policing philosophy;
- b. SROs who are certified, sworn law enforcement officers employed by a lawfully established police department or sheriff's office;

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- c. SROs who have at least one (1) year of certified law enforcement experience and **demonstrated** ability, interest, and skills necessary to work with youth, school personnel, and the public to solve problems;
- d. SROs who act as primary law enforcement agents at the school and perform other multifaceted roles including
  - 1. instructor of law-related education classes;
  - 2. criminal justice system liaison;
  - 3. role model;
  - 4. crime prevention specialist;
  - 5. problem solver and mediator;
- e. SROs who will or have attended a 40-hour, DCJS-sponsored Basic SRO School within the first four months of the grant cycle;
- f. SRO will be assigned to **one** secondary school (or two, if the schools are in close proximity to each other.)

### ***2005-06 Memorandum Of Understanding:***

Grants shall be awarded only to localities that have established a Memorandum Of Understanding (MOU) between the local law enforcement agency and the school system to place certified, sworn law enforcement officers in middle or high schools. The MOU should include the following information:

- a. a description of the chain of command for the SRO;
- b. definitions of the roles and responsibilities of both school officials and law-enforcement officers;
- c. communication between the SRO and the school, the SRO and the parent law enforcement agency, and the school and the law enforcement agency;
- d. dates for reviewing and renewing the MOU;
- e. signatures of authorized officials representing all parties to the agreement;
- f. effective date of the MOU.

### ***SRO Grant Profile Sheet:***

By the end of the first quarter of the grant period, localities receiving SRO grant awards will complete and submit an SRO Grant Profile Sheet for each position funded. Also, localities will complete and fax an SRO Grant Profile Sheet to their assigned DCJS grant monitor within 30 days of a change in SRO personnel. To view the SRO Grant Profile Sheet, refer to:

[www.dcjs.virginia.gov/forms/cple/sroGrantProfileSheet.cfm](http://www.dcjs.virginia.gov/forms/cple/sroGrantProfileSheet.cfm)

### ***SRO Departmental General Order:***

Applicants must submit a departmental general order that outlines the operation of their SRO program. To view a sample directive for SRO programs, refer to:

[www.dcjs.virginia.gov/cple/sampleDirectives/manual/rtf/2-27.rtf](http://www.dcjs.virginia.gov/cple/sampleDirectives/manual/rtf/2-27.rtf)

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### ***SRO Job Description:***

Applicants must submit a departmental SRO job description. Please refer to the Virginia School Resource Officers Program Guide at [www.dcjs.virginia.gov/forms/cple/sroguide.pdf](http://www.dcjs.virginia.gov/forms/cple/sroguide.pdf) for information on the fundamental roles and job responsibilities of an SRO.

### **X. Reporting Requirements**

Grant recipients are required to submit quarterly financial and progress reports to DCJS. Failure to submit these reports in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant. DCJS will provide grant reporting requirements at the time of grant award.

### **XI. Project Narrative**

Each grant application must include a project narrative of no more than three pages, that contains three sections: 1) Needs Assessment or Accomplishments; 2) Goal Statement; 3) Objectives with Implementation Plans.

#### ***Needs Assessment or Accomplishments***

##### For new SRO programs

Applications for new SRO programs must include a Needs Assessment section in the project narrative that provides at least the following information:

- a. a description of the need for an SRO program at a specified secondary school;
- b. a description of the problem at the school, including school-specific crime data i.e., suspensions, fights, assaults, drug/alcohol violations, delinquency, truancy;
- c. a description of past or current experience with an SRO program;
- d. a description of the capacity of the law-enforcement agency to establish and operate an SRO program, including a description of any similar grants the locality has received;
- e. a description of the local school administration's capacity to support an SRO program.

##### For continuation SRO programs

Applications requesting continuation funding for an SRO program must include an Accomplishments section in the project narrative that provides at least the following information:

- a. a description of specific accomplishments made during the current grant year;
- b. an explanation of next year's crime/delinquency prevention focus for the SRO program;
- c. a discussion of problems/issues encountered during the current grant year and if/how they have been resolved.

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### ***Goal Statement:***

Applicants for both new and continuation SRO programs must include a grant goal statement in their project narrative. The grant goal statement should be broadly worded and describe the long-term benefits of implementing or continuing an SRO program at a specified school.

### ***Example of Goal Statement***

“Locality X’s police department and public school system will partner to implement a school resource officer program at XYZ High School to promote school safety, enhance school security, prevent crime, and reduce/eliminate truancy.”

### ***Objectives with Implementation Plans:***

New and continuation SRO program applications must have several objectives. Objectives must be stated in **S.M.A.R.T.** terms – **S**pecific, **M**easurable, **A**chievable, **R**elated to goal statement, and **T**ime-bound.

Each grant objective must have an implementation plan. The implementation plan details the major activities that the SRO will undertake to accomplish each objective. The implementation plan for each objective describes who will conduct the activity, when and where it will occur, who and how many will participate in it, and what materials/resources will be used, etc.

### ***Example of Objective with Implementation Plan***

“*Objective 1:* By June 30, 2006, the SRO at XYZ High School will help reduce by at least 20% the number of fights and assaults on campus when compared to the 20 fights/assaults during the 2004-05 school year. This will reduce fights/assaults to 16 or fewer in the 2005-06 school year.

#### ***Implementation Plan for Objective 1:***

- By September 2005, SRO will brief all school staff on Virginia laws related to fighting and assault violations and introduce objective of fights/assaults reduction
- By September 2005, SRO will identify fights/assaults intervention team (i.e., school administrator, guidance counselor, school psychologist, school social worker)
- By October 2005, SRO will inform 90% of student body re: emphasis on reduction of fights/assaults and consequences for engaging in fights/assaults. SRO will use presentations to student body, articles in school newspaper, and weekly announcements to communicate to students
- By October 2005, SRO will implement “No Contact Contracts” for 100% of students involved in fight/assault incidents
- Through June 2006, SRO will meet with students involved in two or more fights/assaults and their parents/guardians. SRO will review Virginia laws related to fighting and assault, consequences for continued violations. Discuss/refer family to appropriate resources.”

## **Virginia School Resource Officer Incentive Grants Fund Program**

### **XIII. How and Where to Submit/Deadline**

Please **submit an original and three (3) copies** of the complete grant application (total of 4) to:

**Department of Criminal Justice Services  
Grants Administration – 10<sup>th</sup> Floor  
805 East Broad Street  
Richmond, VA 23219.**

Applications, whether mailed or hand-delivered, must be **received by DCJS no later than 4:00 p.m. on Friday, April 8, 2005.** Faxed applications will not be accepted.

## **Virginia School Resource Officer Incentive Grants Fund Program**

### **GRANT APPLICATION CHECKLIST**

Applicants must submit an **original and three (3) copies** of each of the following:

- ❑ **Grant Application Cover Sheet** – signed and dated by the Project Administrator (county administrator, city/town manager, or Mayor, or chairperson of the Board of Supervisors)
- ❑ **Itemized Budget**
  - For NEW programs, only one SRO full-time position per application
  - Total request does not exceed \$50,000 per full-time position, including local matching funds
  - salary and fringe benefits only
  - Local cash match is calculated using the Virginia Department of Education's "2004-2006 Composite Index of Local Ability-to-Pay"
  - Figures are rounded to the nearest dollar
- ❑ **Budget Narrative** – explains salary and fringe benefits
- ❑ **Project Narrative** - no more than three pages that includes the following sections:
  - Needs Assessment or Accomplishments
  - Goal Statement
  - Objectives, each with an Implementation Plan
- ❑ **2005-06 Memorandum of Understanding** signed and dated by local law enforcement agency and school division authorities
- ❑ **SRO Grant Profile Sheet** for each position
- ❑ **SRO Departmental General Order**
- ❑ **SRO Departmental Job Description**

**Send to:**  
**Department of Criminal Justice Services**  
**Grants Administration – 10<sup>th</sup> Floor**  
**805 East Broad Street**  
**Richmond, VA 23219**

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2004-2006 COMPOSITE INDEX OF LOCAL ABILITY-TO-PAY				
Source: Virginia Department of Education				
School Division		2004-2006 Composite Index		
001	ACCOMACK	.2884		
002	ALBEMARLE	.6054		
003	ALLEGHANY	.2683		
004	AMELIA	.3516		
005	AMHERST	.2940		
006	APPOMATTOX	.2797		
007	ARLINGTON	.8000		
008	AUGUSTA	.3434		
009	BATH	.8000		
010	BEDFORD COUNTY	.3714		
011	BLAND	.2827		
012	BOTETOURT	.4061		
013	BRUNSWICK	.2568		
014	BUCHANAN	.2788		
015	BUCKINGHAM	.2527		
016	CAMPBELL	.2768		
017	CAROLINE	.3109		
018	CARROLL	.3001		
019	CHARLES CITY	.4199		
020	CHARLOTTE	.2331		
021	CHESTERFIELD	.3785		
022	CLARKE	.5546		
023	CRAIG	.3356		
024	CULPEPER	.3919		
025	CUMBERLAND	.2943		
026	DICKENSON	.2492		
027	DINWIDDIE	.2844		
028	ESSEX	.4175		
029	FAIRFAX COUNTY	.7489		
030	FAUQUIER	.6193		
031	FLOYD	.3251		
032	FLUVANNA	.3595		
033	FRANKLIN COUNTY	.3882		
034	FREDERICK	.3794		
035	GILES	.2946		
036	GLOUCESTER	.3132		
037	GOOCHLAND	.8000		
038	GRAYSON	.2932		
039	GREENE	.3241		
040	GREENSVILLE	.2203		
041	HALIFAX	.2380		
042	HANOVER	.4539		
043	HENRICO	.4834		

044	HENRY	.2717				
045	HIGHLAND	.6274				
046	ISLE OF WIGHT	.3695				
047	JAMES CITY	.5988				
048	KING GEORGE	.3700				
049	KING AND QUEEN	.3376				
050	KING WILLIAM	.3482				
051	LANCASTER	.6498				
052	LEE	.1845				
053	LOUDOUN	.7220				
054	LOUISA	.5591				
055	LUNENBURG	.2626				
056	MADISON	.4194				
057	MATHEWS	.4474				
058	MECKLENBURG	.3093				
059	MIDDLESEX	.5522				
060	MONTGOMERY	.3877				
062	NELSON	.4664				
063	NEW KENT	.4177				
065	NORTHAMPTON	.3555				
066	NORTHUMBERLAND	.5955				
067	NOTTOWAY	.2431				
068	ORANGE	.4127				
069	PAGE	.3049				
070	PATRICK	.2859				
071	PITTSYLVANIA	.2694				
072	POWHATAN	.3787				
073	PRINCE EDWARD	.2906				
074	PRINCE GEORGE	.2507				
075	PRINCE WILLIAM	.4086				
077	PULASKI	.3074				
078	RAPPAHANNOCK	.6905				
079	RICHMOND COUNTY	.3421				
080	ROANOKE COUNTY	.3926				
081	ROCKBRIDGE	.4516				
082	ROCKINGHAM	.3526				
083	RUSSELL	.2496				
084	SCOTT	.2115				
085	SHENANDOAH	.3678				
086	SMYTH	.2355				
087	SOUTHAMPTON	.2802				
088	SPOTSYLVANIA	.3573				
089	STAFFORD	.3274				
090	SURRY	.8000				
091	SUSSEX	.2961				
092	TAZEWELL	.2626				
093	WARREN	.3704				
094	WASHINGTON	.3489				

095	WESTMORELAND	.3801				
096	WISE	.2062				
097	WYTHE	.3017				
098	YORK	.3548				
101	ALEXANDRIA	.8000				
102	BRISTOL	.3496				
103	BUENA VISTA	.2322				
104	CHARLOTTESVILLE	.6111				
106	COLONIAL HEIGHTS	.4721				
107	COVINGTON	.3221				
108	DANVILLE	.2741				
109	FALLS CHURCH	.8000				
110	FREDERICKSBURG	.7005				
111	GALAX	.3239				
112	HAMPTON	.2521				
113	HARRISONBURG	.4804				
114	HOPEWELL	.2343				
115	LYNCHBURG	.3830				
116	MARTINSVILLE	.2678				
117	NEWPORT NEWS	.2598				
118	NORFOLK	.2632				
119	NORTON	.3411				
120	PETERSBURG	.2197				
121	PORTSMOUTH	.2100				
122	RADFORD	.3019				
123	RICHMOND CITY	.4265				
124	ROANOKE CITY	.3765				
126	STAUNTON	.3983				
127	SUFFOLK	.3012				
128	VIRGINIA BEACH	.3353				
130	WAYNESBORO	.3349				
131	WILLIAMSBURG	.8000				
132	WINCHESTER	.5473				
134	FAIRFAX CITY	.8000				
135	FRANKLIN CITY	.3033				
136	CHESAPEAKE	.3215				
137	LEXINGTON	.4380				
138	EMPORIA	.2931				
139	SALEM	.3905				
140	BEDFORD CITY	.3125				
142	POQUOSON	.3313				
143	MANASSAS	.4254				
144	MANASSAS PARK	.3661				
202	COLONIAL BEACH	.2696				
207	WEST POINT	.2622				

*For those localities in which three percent or more of the total adjusted gross income (AGI) is derived from individuals who are not residents of Virginia, the composite index value shown above excludes non-resident AGI from the composite index calculation.*

*The actual composite index to be used for Halifax Co. in the 2004-2006 biennium is .2380 pursuant to the appropriation act and Section 15.1302, Code of Virginia.*